

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT
(EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASES DIVISION – SEXUAL HEALTH & SUBSTANCE MISUSE PREVENTION – LOCATION – 100 MAIN ST. W., 4th FLOOR)

MANAGER, SEXUAL HEALTH & SUBSTANCE MISUSE PREVENTION

SUMMARY OF DUTIES

Reporting to the Director, Epidemiology, Wellness, and Communicable Disease Control, the Manager, Sexual Health & Substance Misuse Prevention is responsible for coordinating the management of sexually transmitted infections and HIV programs, sexual health clinics, harm reduction programs, substance use prevention, drug strategy and mental health strategy and promotion. Coordination and management will be both internal and external to Public Health Services. Responsibility includes recruitment, supervision and evaluation of staff and participating in division manager communicable disease after-hours on-call coverage.

This position participates in Public Health Services emergency preparedness planning, development, and training. Responds to all municipal and public health emergencies as requested.

The candidate must be innovative, flexible, motivated and able to inspire others. The candidate must be able to work in and foster a collaborative work environment, carefully listening to understand the perspectives of others, and excel in learning from experience, fostering relationships and creating synergistic linkages.

GENERAL DUTIES

Responsible for the hiring, orientation, supervision, and evaluation of staff, and ensuring that all staff activities are carried out in accordance with legislation and organizational policy.

Participate in labour relations initiatives as required including collective agreement negotiation preparations and grievances.

Conduct regular staff meetings to ensure effective and efficient program operations and ongoing dialogue about Divisional and Program issues.

Develop, implement and monitor an operational plan that is aligned with the City of Hamilton and Public Health Services strategic plan and priorities, as well as direction from the Ministry of Health and Long-Term Care. Monitors and implements performance measures to ensure program delivery in alignment with Ontario Public Health Standards.

Work in accordance with all legislation and policies for the individual, program and workplace, including Occupational Health and Safety.

Write reports and present to the Board of Health and other committees of Council as required.

Participate in the budgetary process by planning, projecting, monitoring and maintaining costs associated within program responsibility.

Liaise appropriately with other programs in Public Health Services, the City of Hamilton and external organizations in order to investigate and manage cases of sexually transmitted diseases and outbreaks.

Co-ordinate and liaise with other community agencies and individuals to plan efforts to manage any collaborative programs.

Monitor and interpret data relevant to the program to assist with priority setting, program implementation, evaluation, and continuous quality improvement.

Develop and maintain quality assurance standards and policies and procedures for the effective delivery of programs in conjunction with other Division/Departmental managers.

Participate as member of the Division Management Team to facilitate co-ordination of intra and inter-divisional programs and services.

Demonstrate interest in ongoing professional growth and education and carry out self-evaluation of performance on an ongoing basis.

Participate in evidence-informed decision-making and promote the utilization of appropriate evidence in decision-making.

Facilitate and contribute to the education of students.

Promote a culture of privacy and identify potential risks to personal health or confidential information in the program and work to appropriately resolve or mitigate risks.

Provides solution-oriented and strategic consultation to staff on areas of work relevant to the Program. Inform the Associate Medical Officer of Health and Director of all controversial issues and seek Associate Medical Officer of Health and Director approval/direction for unusual cases, including all unusual or high profile issues, all significant human resource issues, health and safety and risk management issues, any budget or policy infractions and other areas in keeping with corporate policies and procedures.

Investigates concerns and complaints related to the program's processes and service delivery in a timely fashion, documenting and reporting findings, and recommending resolution to the Director.

Respond to media requests and act as a spokesperson as requested.

Ensures that employees are provided with an use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Demonstrated knowledge and skills in public health/social services such as program planning, implementation and evaluation, health promotion strategies and theoretical models normally acquired through completion of Baccalaureate degree in Health or related discipline from a recognized university or through a combination of education and work experience and combined with relevant management training and management experience. Relevant postgraduate degree is an asset (e.g. epidemiology, public health).
2. Current registration/certification with the appropriate professional body preferred.
3. Demonstrated knowledge and skills in epidemiology and communicable disease control.
4. Demonstrated leadership, decision making and organizational skills.
5. Demonstrated progressive supervisory experience
6. Excellent verbal and written communication skills.
7. Demonstrated knowledge and skills in public health services such as budget management, program planning,

8. Demonstrated skill and experience working with community partners.
9. Excellent written and verbal communication skills, facilitation skills, and presentation skills. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.

NOTE:

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE

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